

# LIQUIDATION CHECKLIST

FROM: \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_  
CONTACT: \_\_\_\_\_  
\_\_\_\_\_

MBOH # \_\_\_\_\_ SERVICER # \_\_\_\_\_ FHA/VA/RD# \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

ORIGINAL BORROWER: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_

PRESENT BORROWER: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_

PRESENT OCUPANT: \_\_\_\_\_ PHONE \_\_\_\_\_

PRINCIPAL BALANCE: \_\_\_\_\_ AS OF: \_\_\_\_\_ INTEREST RATE: \_\_\_\_\_

INTEREST ACCRUES FROM: \_\_\_\_\_ AT: \$ \_\_\_\_\_ MONTH \$ \_\_\_\_\_ DAY

FIRST DELINQUENT INSTALLMENT: \_\_\_\_\_ MONTHLY PITI \$ \_\_\_\_\_

INCLUDES EXCROW DEPOSIT OF \$ \_\_\_\_\_ ESCROW BALANCE IS: \_\_\_\_\_

ESCROW ADVANCES OF \$ \_\_\_\_\_ FOR: \_\_\_\_\_

FHA/RD LOANS-HUD APPROVED COUNSELING LETTERS SENT: (List dates):

DEMAND LETTER SENT \_\_\_\_\_ EXPIRED \_\_\_\_\_

HUD FORECLOSURE PAMPHLET (PA 426 - H) SENT \_\_\_\_\_

DATE AUTHORIZATION TO LIQUIDATE RECEIVED FROM RURAL

DEVELOPMENT: \_\_\_\_\_

VA LOANS-DATES NOTICE OF DEFAULT AND NOTICE OF INTENT TO  
FORECLOSE SENT TO VA, OR DATE REQUEST FOR DEED IN LIEU OF  
FORECLOSURE SENT TO VA:

NOD SENT \_\_\_\_\_ NOI SENT \_\_\_\_\_ NOD/NOI SENT \_\_\_\_\_ REQUEST FOR  
DEED IN LIEU SENT \_\_\_\_\_

DATE AUTHORIZATION TO LIQUIDATE RECEIVED FROM VA: \_\_\_\_\_

DATE NOTICE OF ACCEPTANCE OF DEED IN LIEU RECEIVED FROM VA: \_\_\_\_\_

SUMMARY OF CONTACTS WITH BORROWER, FORBEARANCE AGREEMENTS,  
ETC.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all appropriate documentation and notices have been issued to the  
borrower, and response periods have all expired. The loan is in a position to be  
liquidated in the following manner: \_\_\_\_\_

BY THE FOLLOWING FORECLOSURE COUNSEL: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Name of Servicer's Representative/Title

MBOH USE ONLY

FORCLOSURE APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REV. 06/00